

## **DECLARATION OF NON-RECEIPT OF A PARCEL**

### **DOCUMENT TO BE COMPLETED AND SENT TO THE SENDER**

I confirm that the goods I have ordered from Otrium have not been received. I can confirm that I have checked with those within my household & neighbours who may have signed or received the goods. I have fully checked around my property and have not located the parcel. I will inform you immediately if it arrives.

**Customer details:**

- First name:
- Last name:
- Address:
- Parcel track & trace number:

**Date:**

**Signature:**